

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

This Job Aid shows how to:

- Create an Open Market Requisition
- Submit the Requisition for approval
- Find and submit the Open Market Purchase Order

Of Special Note:

Requisitions are internal documents used to request goods and services. They are the starting document for both purchase orders and bids. The job aid will show how to purchase items and services that are not on a statewide contract (SWC); for example an incidental or one time purchase. This type of document is referred to as **Open Market**. Once an open market requisition has been approved, an open market purchase order can be created to complete the procurement/purchasing process. Purchase orders are documents used to buy goods and services.

Note: Users must follow procurement rules in addition to COMMBUYS Policy regarding bid issuance and use of Statewide Contracts.

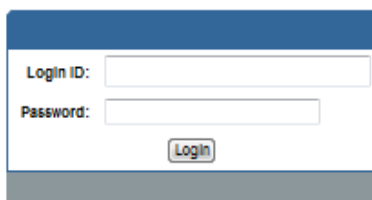
Screenshot



COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION: For more information on COMMBUYS please visit us at [COMMBUYS](https://www.commbuys.com). If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-827-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.



Login ID:

Password:

Directions

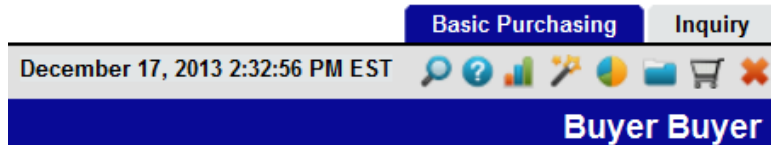
1. Launch the COMMBUYS Web site by entering the URL <https://www.commbuys.com/bsol> in the Browser.

Enter your login credentials and click the **Login** button on the COMMBUYS home page.

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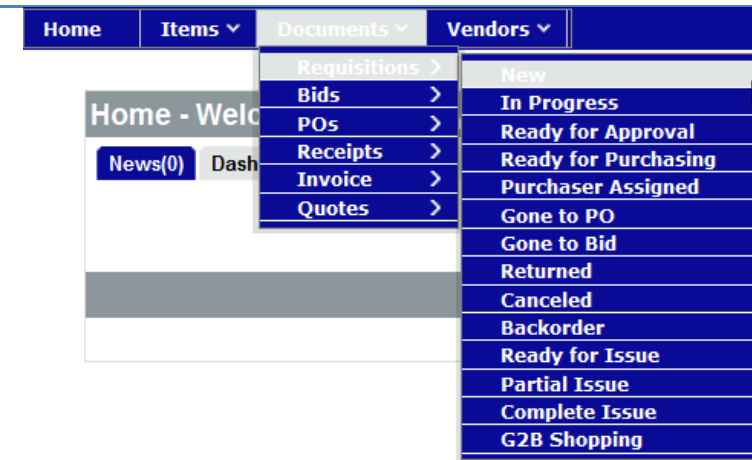
Screenshot



Directions

2. Upon successful login, if you have multiple roles in COMMBUYS select the Basic Purchasing role on the upper right side of the page.

If users have only Basic Purchasing Role, no tabs will display.



3. From the Navigation Bar, select **Documents > Requisitions > New**

New Requisition


General | Items | Address | Accounting | Routing | Attachments | Notes | Reminders | Summary

Requisition Number:

Status: 1RI - Requisition In Progress (When User request is created)

Department*: 00100 - PETS PLUS

Location*: 100 - BOS-PP

Required By Date: 

Requisition Type:

Requestor: Buyer Buyer

Contact: Buyer Buyer

Alternate ID:

Estimated Cost: \$0.00

Print Format: *

4. The General tab for the requisition opens. On the left side of the screen, complete the following fields:

- **Department:** defaults from user profile. May be changed, using the dropdown if other departments are available to user.
- **Location:** defaults from user profile. May be changed, using the dropdown if other locations are available to user.
- **Required by Date:** optional
- **Requisition Type:** Open Market
- **Requester:** user that created the requisition; this field cannot be edited
- **Contact:** contact for this requisition; can be changed
- **Estimated Cost:** calculated by COMMBUYS; not editable by user
- **Alternate ID:** leave blank

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Short Description*:

Fiscal Year:

Organization: Department of Technology Management and Budget

Solicitation Enabled: ☐

Entered Date: 12/17/2013

Type Code:

Purchaser:

Contact Phone: -

Tax Rate:

Directions

4. On the right half of the General tab, complete the following fields:

- **Short Description:** be specific as this field can also be used as search criteria to locate a registration; may use any Departmental Identifier numbers (100 character field)
- **Fiscal Year:** defaults to the current Fiscal Year
- **Organization:** default value based on your user profile and can only be changed by an administrator
- **Solicitation Enabled:** only select if this requisition will convert to a bid
- **Entered Date:** defaults to the current date and cannot be changed
- **Type Code:** leave blanket for requisition
- **Purchaser:** defaults to your name; use the dropdown to select a different purchaser
- **Contact Phone:** defaults to the profile value; can be updated as needed
- **Tax Rate:** n/a for Commonwealth

When complete, click the **Save & Continue** button to save the information entered on the General tab.

5. To add items to the requisition, click on the **Items** tab.

Click the **Add Open Market Items** button to begin the process of adding items to the requisition.

Open Market Requisition 1400176

General **Items** Vendors Address Accounting Routing Attachments(1) Notes Reminders Summary

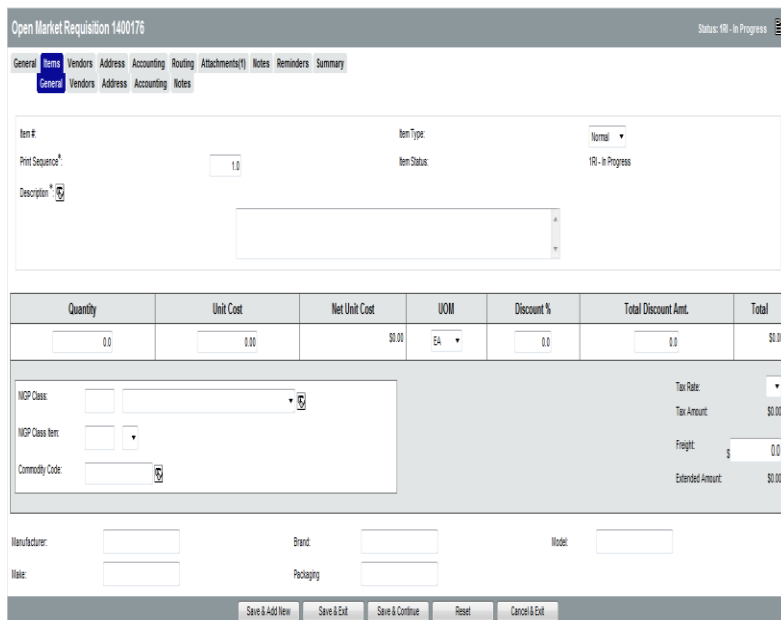
General Vendors Address Accounting Notes

There are no items. Please click 'Search Items' or 'Add Open Market Item' below

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Screenshot



Directions

6. The Items tab opens to a blank entry form to add either an Open Market or Narrative item to the requisition.

The following are fields should be completed for an open market item:

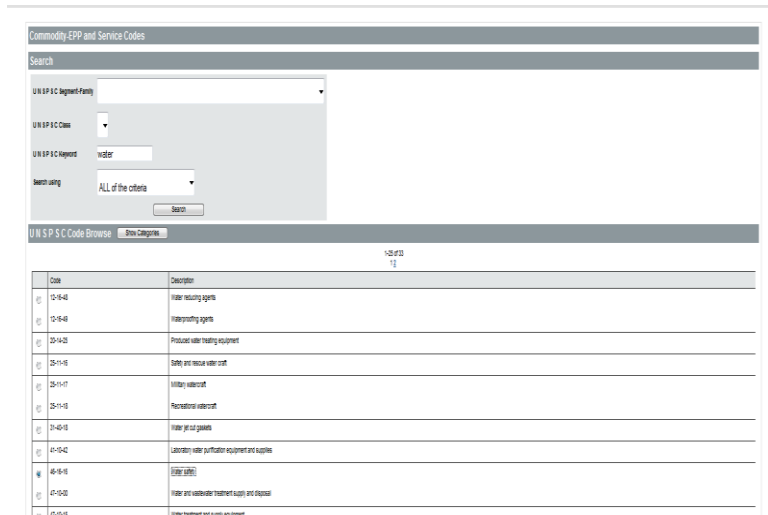
- **Item #:** COMMBUYS automatically sequentially numbers each item added to the requisition
- **Item Type:** two options:
 - Normal – recommended
 - Narrative – updates item to only use description field
- **Print Sequence #*:** change this field if the order the requisition line items should print is different from the Item # order
- **Item Status:** COMMBUYS auto updates based on the requisition status.
- **Description*:** description of the item / service; can hold up to 100 characters.
- **Quantity:** enter quantity in known or enter 1 if unknown
- **Unit Cost:** enter cost of item/service per 'unit' of quantity
- **Net Unit Cost:** COMMBUYS auto updates
- **UOM:** unit of measure; how the item is sold/packaged/purchased
- **Discount %:** percentage discount for item/service if applicable
- **Total Discount Amt.:** total amount of discount – populate based on cost and discount %
- **Total:** COMMBUYS auto updates
- **UNSPSC:** each item/service is required to have a corresponding UNSPSC code, use the eye glass icon to search and select the most appropriate UNSPSC class (more detail on Step 7)
- **Freight:** enter freight costs if known

Note: Fields marked with (*) are required. If a field is not included in the above list, it is an optional field.

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Code	Description
12-540	Water mixing agents
12-540	Waterproofing agents
12-542	Process water heating equipment
12-545	Softening and desalination equipment
12-547	Water treatment equipment
12-548	Water treatment equipment
12-549	Water treatment equipment
12-550	Water treatment equipment
12-551	Water treatment equipment
12-552	Water treatment equipment
12-553	Water treatment equipment
12-554	Water treatment equipment
12-555	Water treatment equipment
12-556	Water treatment equipment
12-557	Water treatment equipment
12-558	Water treatment equipment
12-559	Water treatment equipment
12-560	Water treatment equipment
12-561	Water treatment equipment
12-562	Water treatment equipment
12-563	Water treatment equipment
12-564	Water treatment equipment
12-565	Water treatment equipment
12-566	Water treatment equipment
12-567	Water treatment equipment
12-568	Water treatment equipment
12-569	Water treatment equipment
12-570	Water treatment equipment

Directions

7. Click the eyeglass icon to add a UNSPSC codes to the item or service. The Search Code screen populates, use the available search dropdowns and fields to find the best code.

Select the radio button on the left side of the screen and click the **Save & Exit** to return to the Items tab.

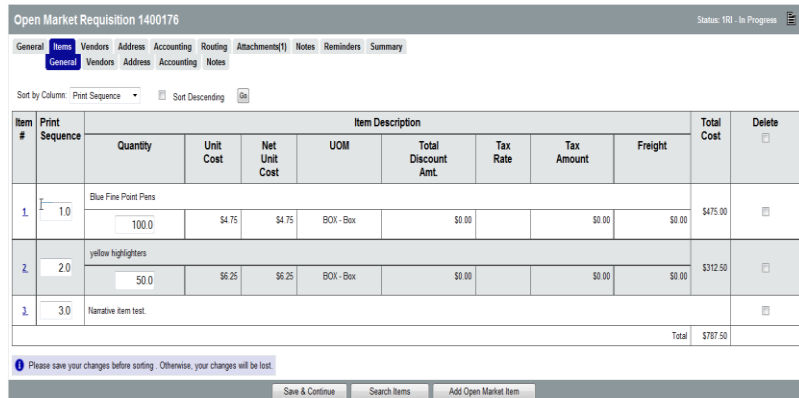
8. After each item is added to the requisition, there are five options:

- **Save & Add New** – saves the item to the requisition and opens a new item entry so additional items can be added
- **Save & Exit** – saves the item, closes the item entry page and returns to the Requisition Items General tab
- **Save & Continue** – saves the item and remains on the item entry page
- **Reset** – removes the item from the requisition without saving it
- **Cancel & Exit** – cancels the item and exits from the item entry page.

Repeat steps 6 through 8 until item entry is complete.

9. Once complete review the requisition item(s).

Next, select the Requisition Items **Address** tab.



Item #	Print Sequence	Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost	Delete	
1.	1.0	100.0	\$4.75	\$4.75	BOX - Box	\$0.00		\$0.00	\$0.00	\$475.00	<input type="checkbox"/>	
2.	2.0	50.0	\$6.25	\$6.25	BOX - Box	\$0.00		\$0.00	\$0.00	\$312.50	<input type="checkbox"/>	
3.	3.0	Narrative item test.										<input type="checkbox"/>
										Total	\$787.50	

Please save your changes before sorting. Otherwise, your changes will be lost.

Save & Continue Search Items Add Open Market Item

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Screenshot

Open Market Requisition 1400176

General **Items** Vendors Address Accounting Routing Attachments(1) Notes Reminders Summary

General Vendors Address Accounting Notes

Item Address Validation Errors

- Item # 1, 2: No ship-to address, and there is no valid ship-to address at header level.

Item #	Description	Ship-to Address
1	Blue Fine Point Pens	<input type="text"/>
2	yellow highlighters	<input type="text"/>

Ship-to Address:

Bill-to Address:

Directions

10. The **Requisition Items Address** page opens. Displayed here is the left side of the page where the Ship-to Address is. Use this if items are being shipped to multiple locations.

The Address page should prefill – if no change is required go to step 16.

If there is an error message indicating that no valid ship-to address exists. Click on the look-up (eyeglass icon) to select a ship-to address.

You can either select the Ship-to-Address for each item or use the Ship-to-Address at the bottom of the page to search and apply to all items.

Lookup Item Ship-to Address - Open Market Requisition 1400176/ ItemNbr:1

Search Using: ALL of the criteria

Search Fields:

Department ID	<input type="text"/>	Department Name	PETS
Department Suffix ID	<input type="text"/>	Department Suffix Name	<input type="text"/>
Location ID	<input type="text"/>	Location Name	<input type="text"/>
City	<input type="text"/>	County	<input type="text"/>

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

11. Enter the search criteria. Click **Find It** to view the search results.

If no criteria is known clicking **Find it** will return all possible organization addresses.

Select	Department ID	Department Name	Department Suffix ID
<input type="radio"/>	00100	PETS PLUS	100

Department Suffix Name	Address Info
10055	Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999

12. The search results display.

Note: for viewing ease, the page is split

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Screenshot

Directions

Select	Department ID	Department Name	Department Suffix ID	Department Suffix Name
<input type="radio"/>	00100	PETS PLUS	100	10055

13. Select the desired Address by clicking the Select box. Click the **Select** button.

Open Market Requisition 1400176

General **Items** Vendors Address Accounting Routing Attachments(1) Notes Reminders Summary

General Vendors Address Accounting Notes

Item Address Validation Errors

- Item # 1, 2: No ship-to address, and there is no valid ship-to address at header level.

Item #	Description	Ship-to Address
1	Blue Fine Point Pens	<input type="text" value="100 - 10055"/> Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999
2	yellow highlighters	<input type="text"/>

Ship-to Address:

14. The pop-up window closes and the selected address populates.

Repeat steps 9 – 13 if you need to add a different Ship-to Address to each requisition line item.

Open Market Requisition 1400176

General **Items** Vendors Address Accounting Routing Attachments(1) Notes Reminders Summary

General Vendors Address Accounting Notes

Item #	Description	Ship-to Address
1	Blue Fine Point Pens	<input type="text" value="100 - 10055"/> Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999
2	yellow highlighters	<input type="text" value="100 - 10055"/> Anne Bell One Congress Street 11th floor Boston, MA 02114 US Email: linda.banks-grant@accenture.com Phone: (617)999-9999

15. Once all Ship-to Addresses are added to the requisition, click the **Save & Continue** button located at the bottom of the page to save the changes.

The page will save, refresh and the error messages disappear.

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General Items Vendors Address Accounting Routing **Attachments(1)** Notes Reminders Summary

Name	Description	Show Vendor
Meeting format.docx		<input checked="" type="checkbox"/>

Forms

i Click **Add Form** to add form attachments.

No Form Attachments

Save & Continue Add File

Directions

16. Click the **Attachments** tab. The **Attachments** tab displays.

If any files auto-attach: review, keep or delete as necessary.

Attachments include bid attachments and required forms/contract documents

Click the **Add File** button to add a new file.

Note: Add Form is not currently a working function in COMMBUYS

Add File

i Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters.

Name*:

Description:

File*: Browse...

Search File

Location: 2500

Save & Exit Save & Continue Reset Cancel & Exit

17. The **Add File** window opens. To select a file from your desktop, click the **Browse** button. This will search for documents from your computer. Select the desired file.

Complete the following fields

- **Name** – required; but will be populated with the selected file name if left blank
- **Description** – optional

Click **Save & Continue** to add another file or click **Save & Exit** when all files have been added.

Note: Files previously uploaded or added to the Document Library in COMMBUYS are available in the Attachment Repository. To locate and attach from the Repository, click the **Search File** button and complete the advanced search criteria.
For additional information on adding attachments refer to the job aid **How to Search for and Use Attachments in COMMBUYS**.

Open Market Requisition 1400176

General Items Vendors Address Accounting Routing **Attachments(2)** Notes Reminders(1) Summary

Agency(2) Vendor(0)

Files

Name	Description	Show Vendor
Meeting format.docx		<input checked="" type="checkbox"/>
attachment two	attachment two of two	<input checked="" type="checkbox"/>

Forms

i Click **Add Form** to add form attachments.

No Form Attachments

Save & Continue Add File

18. Attachment tab redisplay with the list of attached files.

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Screenshot

Open Market Requisition 1400176

General Items Vendors Address Accounting Routing Attachments(2) Notes Reminders **Summary**

Overall Validation Warnings

- Item # 1, 2: No vendor, and there is no recommended vendor at header level.

Header Information

Requisition Number: 1400176	Short Description: Test Requisition
Organization: Operational Services Division	Location: 100 - BOS-PP
Department: 00100 - PETS PLUS	Requisition Type: Open Market
Entered Date: 12/17/2013	Purchaser: Buyer Buyer
Requestor: Buyer Buyer	Contact Phone: (555)555-1000
Contact: Buyer Buyer	Print Format:
Estimated Cost: \$787.50	
Solicitation Enabled: No	
Ship-to Address:	Bill-to Address: Inventory User 211 E. 7th Street Suite 1100 211 E. 7th Street Austin, TX 78701 US Email: g.flores@periscopeholdings.com Phone: (512)666-9403

Attachments: [Meeting format.docx](#), [attachment two](#)

Status: 1RI - In Progress

Status: 1RI - In Progress

Required By Date: 12/31/2013

Type Code:

Fiscal Year: 2014

Alternate ID:

Directions

19. Click the **Summary Tab** to view a summary of the completed requisition.

This picture shows the upper portion of the Summary Tab.

Note: for viewing ease, the page is split

Item # 2 : yellow highlighters 1RI - In Progress

Qty	Unit Cost	Net Unit Cost	UOM	Discount %
50.0	\$6.25	\$6.25	BOX - Box	0.00%

Manufacturer: Brand:

Make: Packaging:

Account Code

There is no item accounti

Ship-to Address: Anne Bell
One Congress Street
11th floor
Boston, MA 02114
Email: linda.banks-grant@accenture.com
Phone: (617)999-9999

Item # 3 : Narrative item test. 1RI - In Progress

Qty	Unit Cost	Net Unit Cost	UOM	Discount %	To
This item is					

Submit for Approval Cancel Requisition

20. Shown here is the lower part of the Summary Tab that provides a summary of each item on the requisition as well as the action buttons currently available for the requisition.

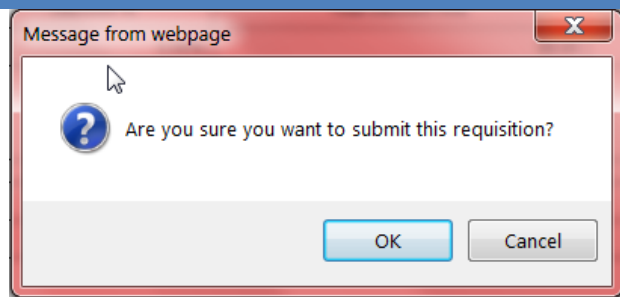
- **Submit for Approval**
- **Cancel Requisition**
- **Clone Requisition**
- **Print**

After the information is reviewed, click the **Submit for Approval** button to submit the requisition into workflow where it is routed for approval.

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Directions

21. A popup message displays asking 'Are you sure you want to submit this requisition?'

Click **OK** to continue with the submission.

To cancel the submission, click **Cancel**.

22. The approval path for the requisition displays.

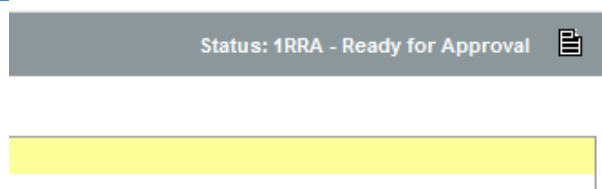
This page provides information about the approval path such as description, dollar range, user, the approval level and the approval type.

Click **Continue** to complete submission.

Only one approval path "022" matches the document's criteria.

Approval Path	Description	Dollar Range
022	just to make sure	\$0.00-\$100.00

Please click Continue to continue submitting the document, or click Cancel & Exit to cancel the document submission and go back to the document.



23. The requisition Summary tab redisplay.

The status has been updated to:

- Status 1RRA – Ready for Approval

STOP after requisition is complete, if not an approver on the approval path or a Basic Purchasing user

Once the requisition has traveled through the approval workflow, it can be located and converted to a Purchase Order (PO).

Home - Welcome Back Buyer Buyer

[News\(1\)](#)
[Dashboard](#)
[Reqs\(3\)](#)
[Bids\(30\)](#)
[PO\(2\)](#)
[Approval\(7\)](#)
[My Reminders\(0\)](#)
[Events\(0\)](#)

[In Progress\(0\)](#)
[Ready for Approval\(1\)](#)
[Ready for Purchasing\(2\)](#)
[Returned\(0\)](#)
[Gone to PO\(0\)](#)

Requisition #	Requisition Date	Description
1300111	09/24/2013	sec test two
1300110	09/24/2013	test requisition

24. To locate a requisition assigned to you and ready for conversion to a purchase order, go to your **Control Center**.

Click **Reqs > Ready for Purchasing** and a list of available requisitions will display.

In this case, there are three requisitions in the Control Center of which two are Ready for Purchasing.

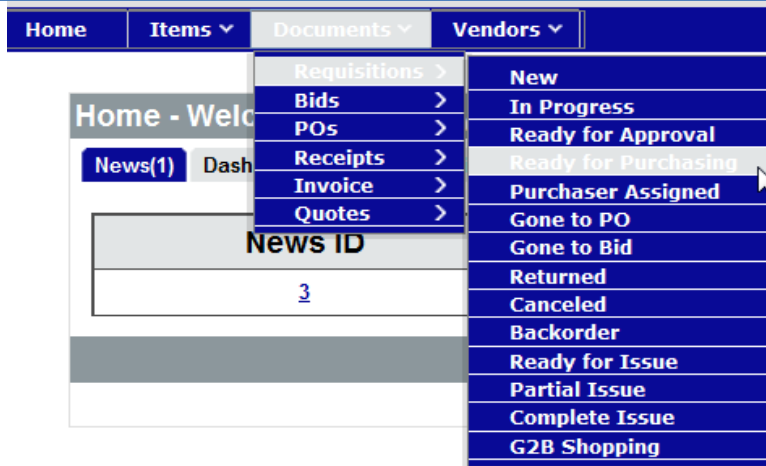


OPERATIONAL SERVICES DIVISION

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Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

Screenshot



Directions

25. An alternative method of locating a requisition that is ready for purchasing and is not assigned to you, is to select **Documents > Requisitions > Ready for Purchasing** from the Navigation bar.

Requisitions - Ready for Purchasing

Requisition #	Requisition Date	Description
1300111	09/24/2013	sec test two
1300110	09/24/2013	test requisition

[View All](#)

26. All the requisitions assigned to your user Id will display.

Click **View All** to view the complete list and select a requisition not assigned to your user id.

Regardless of the method used to locate the requisition, click on the blue hyperlink requisition number to open.

Open Market Requisition 1300110

Status: RRP - Ready for Purchasing

General Items Vendors Address Accounting Routing Attachments Notes Reminders **Summary**

Overall Validation Warnings

Item #1: No vendor, and there is no recommended vendor at header level.

Header Information

Requisition Number:	1300110	Short Description:	test requisition	Status:	RRP - Ready for Purchasing
Organization:	Department of Technology Management and Budget	Location:	CYTOR - Central Warehouse	Required By Date:	09/25/2013
Department:	WISH - Central Warehouse	Requisition Type:	Open Market	Type Code:	
Entered Date:	09/24/2013	Purchaser:	Alyssa Arnold	Fiscal Year:	2013
Requestor:	Buyer Buyer	Contact Phone:	(555)555-1000	Alternate ID:	
Contact:	Buyer Buyer	Print Format:			
Estimated Cost:	\$10.00				
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
P Card Desired:	No				
Ship-to Address:	Inventory User 211 E. 7th Street Suite 1100 211 E. 7th Street Austin, TX 78701 US Email: gfrmes@pericorp Holdings.com Phone: (512)866-9400	Bill-to Address:	Inventory User 211 E. 7th Street Suite 1100 211 E. 7th Street Austin, TX 78701 US Email: gfrmes@pericorp Holdings.com Phone: (512)866-9400		

27. The requisition opens to the **Summary** tab.

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Item # 1: test 1RRP - Ready for Purchasing

UNSPSC Segment-Family: 10-10-15-04-0000

Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax
1.0	\$300.00	\$300.00	EA - Each	0.00%	\$0.00		

Manufacturer: Brand: Mo
Make: Packaging:

Account Code

There is no item accounting available for this item.

Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approver
There are no approval paths found for this requisition.								

Approval Actions

Options: ☒ Disapprove

Comment:

Save & Exit

Convert to Bid Convert to PO Cancel Requisition Clone Requisition Print

Directions

28. Scroll to the bottom of the page to view the options for the requisition.

Click **Convert to PO**.

Message from webpage

Are you sure you want to convert this requisition to a purchase order?

OK Cancel

29. Popup message displays requesting verification of the intent to convert the requisition to a purchase order.

Click **OK** to continue the process or **Cancel** to stop the process.

Open Market Requisition 1300111 - Convert to Purchase Order(s) Status: 1RRP - Ready for Purchasing

Validation Warnings

- No reference vendors. You may create a single purchase order with no vendor or return to the requisition.

Header Recommended Vendor:

Reference Vendors:

Item #	Description	Recommended Vendor
1	test	

☒ Include Vendor Informal Quote Attachments

PO Type of the New Purchase Order: Open Market

Convert to PO Exit

30. A new page displays showing any error (red) or warning (yellow) messages for this requisition prior to the PO conversion process.

Click **Convert to PO** button.

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Directions

Open Market Requisition 1300111 - Purchase Order(s) Created

Convert to PO Validation Warnings

- Item # 1: No vendor, and there is no recommended vendor at header level.

The following Purchase Order(s) were created:

PO #	Vendor	Total	
0000190		\$305.00	

OK

31. The page reloads with a message the purchase order is created along with the purchase order number.

The status of the purchase order is 'In Progress' as it still needs to be submitted for approval and sent to the vendor once approved.

Click the PO# on the left
or
Click OK to return to the Home page.

Home - Welcome Back Buyer Buyer

News(1) Dashboard Reqs(3) Bids(31) **PO(3)** Approval(7) My Reminders(0) Events(0)
In Progress(2) Ready for Approval(1) Ready to Send(0) Returned(0) Change Order(0)

Purchase Order #	Organization	Purchase Order Date
0000190	Operational Services Division	01/09/2014
0000106	Operational Services Division	09/24/2013

32. The page has refreshed to the home page.

To view an in progress purchase order, click **PO > In Progress**. Click the blue hyperlink purchase order number to open.

*skip this step if the PO is already open

Open Market Purchase Order 0000190

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders **Summary**

Overall Validation Errors

- No PO Vendor.
- A mailing address must be specified for the selected vendor.
- A remit address must be specified for the selected vendor.

33. The Purchase Order opens to the **Summary tab**.

The red warning message is a Validation Error, this occurred because no vendor existed on the requisition. Depending upon who creates the requisition, they may or may not know the vendor that will receive the order. However, for the purchase to be submitted for approval and sent a vendor is required, and all the other red error messages must be addressed. If there are none, skip to Step 40.

Click the **Vendor tab** to add a vendor.

34. Click the **Lookup & Add Vendor** button

Open Market Purchase Order 0000190

General Items **Vendor** Address Accounting Routing Attachments Notes Change Orders Reminders Summary
General Subcontractors Vendor Performance

Vendor Validation Errors

- No PO Vendor.
- A mailing address must be specified for the selected vendor.
- A remit address must be specified for the selected vendor.

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method
-----------	----------------	-------------	---------------------------

No vendor found for this Purchase O

Lookup & Add Vendor

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

Screenshot

Lookup & Add Vendor - Open Market Purchase Order 0000190

Search Using: ALL of the criteria

Find It Clear

Search Fields:

Vendor ID		Vendor Name	
Vendor Tax ID		Show <input type="checkbox"/> Vendor Legal Name	
Vendor Keyword		Alternate ID	
ZIP Code		County	
State			
<input type="checkbox"/> Emergency Suppliers			
UNSPSC Segment-Family	10-11 - Domestic pet products		
UNSPSC Class			
UNSPSC Keyword			
Acknowledgement	No - Please explain in the Notes Field, below		
Certified Minority Business Enterprise	Yes		
MBE Certified	Not Certified		
SDVOBE Certified	Not Certified		
State Certified	Certified		
Business Type	Corporation		
WBE Certified	Not Certified		

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
0 1 2 3 4 5 6 7 8 9 10

Find It Clear

Directions

35. The lookup or search window opens for vendors. Enter the search criteria – in this case the UNSPSC Segment / Family – 10-11 Domestic Pet Products; or you may enter the Vendor Name.

You may also use other search criteria listed to locate an appropriate Vendor. Remember to be in accordance with purchasing and procurement rules.

Click **Find It**.

36. The search results display. In this case, one vendor fits that category.

Click the Select Button and **Add Vendor** button.

Select	Vendor ID	Vendor Name	Alternate ID	Last PO Date	Last Bid Date	Address
<input type="radio"/>	00000030	Pets R Us		Jan 12, 2014		6732 Longfellow Way Suite 100-B

Add Vendor Close Window

37. The search window closes and the selected vendor populates the purchase order.

The vendor and the vendor's ship-to and bill-to address are added to the purchase order.

Click the **Summary** tab to continue.

Open Market Purchase Order 0000190

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders Summary

General Subcontractors Vendor Performance

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	
00000030		Pets R Us	Email	Remit-to
				Po Ma

Payment Terms: 10% Net 10 Freight Terms:

Shipping Method: Best Way Shipping Terms:

Save & Continue Apply Vendor Terms to PO

Job Aid:

Open Market Requisition to Purchase Order: goods/services not on a Master Blanket

Screenshot

Directions

Open Market Purchase Order 0000190

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	0000190	Release Number:
Status:	3PI - In Progress	Purchaser:
Fiscal Year:	2013	PO Type:

Submit for Approval Cancel PO Clone PO Print Print Vendor Copy

38. The **Summary** tab displays with no error messages.

Scroll to the bottom of the page to review the available options for the purchase order.

Click the **Submit for Approval** button.

Message from webpage

Are you sure you want to submit this purchase order for approval?

OK Cancel

39. Popup message displays requesting confirmation of the submission into workflow. Click **OK** to continue.

Status: 3PRA - Ready for Approval

40. PO status has been updated to Ready for Approval.

Vendor Notification Actions

Option(s) ☒ Send Email and Notify Vendor ☐ Set to Printed Status

Save & Continue

41. Once the PO goes through the approval workflow the creator or the approver can send the PO to the Vendor.

If you are the creator you can find the PO, in your control center under **PO, Ready to Send**.

The PO will open to the Summary tab and at the bottom of the page there is a section **Vendor Notification Actions**. Select one of the two options and click Save & Continue to put the PO in a 'Sent' status.

- **Send Email and Notify Vendor:** sends vendor's COMMBUYS contact an email about the PO and the PO can be found in COMMBUYS
- **Set to Printed Status:** no email is sent but the Vendor will be able to find and open the PO in COMMBUYS